

**DIRECT SERVICE PROJECT  
VOLUNTEER PERSONAL HISTORY FORM**

All information provided in this form will be treated in strict confidence. Should you have any question regarding this form or the Singapore International Volunteers (SIV) programme, please feel free to email us at [siv@sif.org.sg](mailto:siv@sif.org.sg) or call us at 68378700.

<b>Project name:</b> (please TICK your preference and fill in the trip dates according to the vacancies indicated in our website: <a href="http://www.sif.org.sg/siv/vacancies.php">http://www.sif.org.sg/siv/vacancies.php</a> )	<input type="checkbox"/> Water for Life (WFL) – Siem Reap, Cambodia  <input type="checkbox"/> Words on Wheels (WOW) – Ho Chi Minh City, Vietnam	<b>Trip Dates:</b>
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**A. PERSONAL HISTORY**

<b>Title:</b>	* Dr Mr Mrs Mdm Ms	<b>Full Name:</b> (as in passport and please underline surname)	
<b>NRIC/FIN No.:</b>		<b>Passport No.:</b>	
<b>Date of Birth:</b>		<b>Gender:</b>	Male   Female
<b>Mailing Address:</b>	<b>Postal Code:</b>		
<b>Tel (H):</b>		<b>Tel (O):</b>	
<b>Tel (HP):</b>			
<b>Email:</b>			
<b>Country of Birth:</b>		<b>Nationality:</b>	
If non-Singaporean, are you a Permanent Resident of Singapore? (Yes   No)			
<b>Race:</b>		<b>Occupation:</b>	
<b>Religion (optional):</b>		<b>Company:</b>	
<b>Marital Status (optional):</b>		<b>Blood Type:</b>	
<b>Drug Allergies:</b>			

**B. EDUCATIONAL BACKGROUND**

<b>Name of Institution:</b>	
<b>Highest level attained:</b>	* University   Poly   Pre-U   Secondary   Others:

**C. VOLUNTEERING/LEADERSHIP EXPERIENCE**

Organisation	Service Period	Details/Work Performed

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**D. SKILLS/INTEREST**

Please list at least 2 skills and/or areas of interest? (eg. Storytelling, photography etc.)	
Language(s) spoken:	

**E. LEGAL & HEALTH DECLARATION**

1. Have you been convicted in a court of law in any country? *(Yes   No)
If yes, please specify:
2. Have you ever been charged in a court of law or had any complaint made against you for sexual or other offences against children? *(Yes   No)
If yes, please specify:
3. Have you ever been treated for any psychiatric disorders? *(Yes   No)
If yes, please specify:
4. Are you aware of any circumstances regarding your health or capacity to work that may interfere with your ability to perform your duties as a volunteer? *(Yes   No) <small>In answering this question, consider also circumstances such as exposure to infectious diseases and taking of medication/treatment on a regular basis.</small>
If yes, please specify:
5. Do you have an existing injury or medical condition or pre-existing injury? *(Yes   No) <small>An existing condition would be one whereby treatment is still being received. Pre-existing conditions refer to injuries or conditions that are present but where treatment is not required.</small>
If yes, please specify:
6. Do you have any special diet or exercise restrictions? *(Yes   No)
If yes, please specify:

**F. ABOUT SIF**

1. How did you find out about the SIF?	
<input type="checkbox"/> Newspapers / Publications Please specify:	<input type="checkbox"/> SIF events Please specify:
<input type="checkbox"/> Radio / TV Please specify:	<input type="checkbox"/> Others Please specify:
<input type="checkbox"/> SIF corporate e-newsletters / EDMs Please specify:	
2. Why do you want to volunteer for the SIF?	

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**G. EMERGENCY CONTACTS**

**1<sup>st</sup> Emergency Contact:**

Full Name : <small>(Please underline surname)</small>			Relationship:		
Tel (H):		Tel (O):		Tel (HP):	
Email:					
Language(s) Spoken:					

**2<sup>nd</sup> Emergency Contact:**

Full Name : <small>(Please underline surname)</small>			Relationship:		
Tel (H):		Tel (O):		Tel (HP):	
Email:					
Language(s) Spoken:					

**H. DECLARATION**

I certify that, to the best of my knowledge, the information supplied by me in this form is complete and correct at the time of completion and understand that the approval of my application is subjected to the consideration of the SIF.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email / fax or post the completed form to:

**Singapore International Volunteers Programme**  
Singapore International Foundation  
60A Orchard Road, #4M-01 Tower 1  
The Atrium@Orchard, International Involvement Hub  
Singapore 238890  
Tel: (65) 6837 8700 Fax: (65) 6837 8710  
Email: [siv@sif.org.sg](mailto:siv@sif.org.sg)

## **Personal Data Protection Act (PDPA)**

### **Privacy**

The SIF is committed to ensuring that personal information is protected and managed in accordance with Singapore laws, international good practice and individuals' rights. We collect and use personal information in order to help us offer individuals appropriate information on our programmes and initiatives.

### **Data Protection Policy**

The Personal Data Protection Act (PDPA) establishes a data protection law that governs the collection, use, disclosure and care of personal data.

SIF recognises that the privacy of your personal data is important to you. SIF is committed to treat all personal data with due confidentiality, in accordance with the relevant data protection laws of Singapore. SIF's Data Protection Policy aims to help you understand how we collect, use, share and protect your personal data.

### **Personal Data**

In this Data Protection Policy, "Personal Data" refers to any data, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which we have or are likely to have access, including data in our records as may be updated from time to time.

### **Collection, Usage and Disclosure of Personal Data**

When asking for your personal information, the SIF is committed to the following:

- explaining why we need personal information and only asking for the information we need
- protecting the information we are given and making sure that only those who need access are able to do so
- only sharing the information within the SIF and with other organisations where such sharing is necessary or where we have the individual's consent.

### **Collection**

SIF collects your personal data in the following ways:

1. When you sign in on our websites
2. When you subscribe to our newsletters or magazine
3. When you participate in our marketing campaigns
4. When you register for our events or programmes
5. When you submit your resume for job applications
6. When you contact us to share your stories
7. When you provide us with your name cards at events, campaigns and meetings

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### Usage

SIF may use your information for the following purposes:

1. To contact you for programmes which you have signed up for
2. To inform you about programme updates
3. To respond to enquiries pertaining to our programmes
4. To respond to your job application
5. To send local magazine which you have subscribed to

SIF may use your photographs for publicity purposes during our events.

We will not use your personal data for purposes other than what we have informed you or which are permitted under local laws and regulations.

We will not offer or share your personal data with third parties outside of Singapore International Foundation for commercial purposes, without seeking your consent.

We will not disclose your personal data to third parties unless requested by relevant government or law enforcement agencies to comply with any laws, rules, guidelines and regulations or schemes imposed by any governmental authority.

### Disclosure

We may disclose your data to third parties in order to facilitate our programmes and initiatives. We would work closely with such third parties, and adopt appropriate security measures in collaboration with them to ensure that your information remains secure and confidential.

SIF may disclose your information for the following purposes:

If you have signed up with SIF in our programmes, we may share your information with:

1. Travel agencies\Airlines for flight booking purposes
2. Hotels for room reservation purposes
3. Insurance companies for insurance coverage
4. Government agencies which require security clearance
5. Partners assisting SIF with logistics and programme facilitation
6. Clinics/Hospitals for medical assessment

We may also share information with government agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place.

### Protection

To safeguard your personal data, all electronic storage and transmission of personal data are protected with security technologies.

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**Withdrawal of Consent, Access and Correction of your Personal Data**

If you:

1. have any question or feedback relating to your Personal Data or our Data Protection Policy;
2. would like to withdraw your consent to any use of your Personal Data as set out in this Data Protection Policy; or
3. would like to obtain access and make corrections to your Personal Data records,

Please contact our Data Protection Officer at [dpo@sif.org.sg](mailto:dpo@sif.org.sg).

- See more at: <http://www.sif.org.sg/dpp>

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**DECLARATION**

I, \_\_\_\_\_ <name> of \_\_\_\_\_ <NRIC number>, have read SIF's Data Protection Policy (the "Policy"), and I fully consent, understand and agree to the collection, use, disclosure of my personal data stated within the Policy.